



Information Sharing Between DVR & Higher Education Institutions

*WFAA Summer Conferences
June 2005*

Purpose Statement

The purpose of this procedure is to ensure efficient and accurate student data-sharing between the Division of Vocational Rehabilitation (DVR) and the colleges and universities, and to maintain high standards of integrity, student privacy, and regulatory compliance.

Background

- 1992 - DVR and WFAA develop Memorandum of Understanding.
- Disparity over time.
- 2003 - DVR policy change of direct payments to clients.

Background, cont.

- Policy change brings about need for improved data exchange method in order to ensure regulatory compliance by all parties.
- 2005 - DVR staff, Council of Presidents, SBCTC, and some financial aid administrators devise new agreement, along with technical support from the HECB.

Key Elements of the Procedure

- New procedure replaces former Memorandum of Understanding.
- Technology is used to decrease exchange of paper documents.
- “Student Information Release” requires signatures, so it continues to be paper document.
- Shared financial data is sent to a single point – the Higher Education Coordinating Board (HECB) secure Web site.

Implementation Plan

- Proposed process used as pilot by selected DVR offices in early 2005-06.
- Feedback provided.
- Forms and guidelines finalized.
- Process implemented for all DVR offices & public institutions.
- Private institutions have option to sign individual agreements with DVR.

Guidelines

Guidelines will include:

- Agreement under which the process will operate.
- Glossary of terms.
- Detailed instructions for:
 - Completing the forms.
 - Transmitting the forms.
 - Using the HECB secure Web site.

HECB Secure Web Site

- Familiar to financial aid staff.
- Technological/desktop support.
- Conduit – not a database for HECB use.
- Information is available on site for three months – can be retrieved by HECB for remainder of academic year. Then eliminated.

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INFORMATION EXCHANGE BETWEEN FINANCIAL AID OFFICES AND THE DIVISION OF VOCATIONAL REHABILITATION

The DVR/Financial Aid information exchange tool is located on the Higher Education Coordinating Board (HECB) secure Web site at: <https://fortress.wa.gov/hecb/secure/login.asp>.

Once a user is granted access to the DVR/Financial Aid function, they will receive e-mailed notifications when there is DVR-related paperwork awaiting their attention.

Essential steps of the DVR/Financial Aid information exchange are outlined below.

Part I – DVR Counselor Initiates Information Exchange

Comments? Questions?

Please click [here](#) to provide feedback on this site and the DVR/Financial Aid information-sharing process.

Link to provide feedback on the site and other aspects of the pilot process.

Welcome, katiey@dshs.wa.gov.



[Create a New Student Needs Analysis](#)

Click here to initiate information exchange for a particular student-client, at a particular college or university.

Part I

Enrollment Year:

Institution:

Continue >>

DVR counselor initiates process by entering basic information about student-client and their educational plan.

Part I

Student's SSN:

First Name:

Middle Name:

Last Name:

Enrollment Period(s): ☒ Fall ☒ Spring ☒ Summer

Optional, for student with additional disability-related educational expenses:

Requested Increase to Cost of Attendance (COA): \$

May request an increase to COA based on additional needs.

Explain:

Cancel



Return to
Institution Selection

Save Form and Send to Institution

Completed Part I Appears on Institution's Menu

Welcome katieydvr@hecb.wa.gov.

Part I's Completed - Waiting for Institution Action:

Student	DVR Staff	Actions
 <u>Quixote, Don</u> 111223333	Katie Youngers 7/20/2005 10:32:36 AM	 Complete

Part II - Institution Staff Person Completes Initial Needs Analysis

Part I

Student's Name: Don Quixote

SSN: 111223333

Enrollment: 2005-2006 Fall Spring Summer

Institution: University of Washington

Part II

A. Cost of Attendance (COA): \$ 10000 Requested Increase to COA: \$500
Reason: Computer equipment.

If Applicable, Additional Disability-Related Expenses Included in Above COA: \$ 500

B. Expected Family Contribution (EFC): \$ 1000

C. Student Need Before Aid (A minus B): \$ 9000.00

D. Gift Aid Awarded:

Pell Grant: \$ 500

Other Gift Aid: \$ 1000

Tuition Waiver(s): \$ 1000

Other Restricted Aid: \$ 0

Other Resources: \$ 0

Total Gift Aid Awarded: \$ 2500.00

E. Unmet Need Before Loans or Work-Study (C minus D): \$ 6500.00

F. Potential Self-Help Aid:


Stafford Loan: \$ 2625


Perkins Loan: \$ 0

Federal Work-Study: \$ 1200

State Work-Study: \$ 2675




Requested COA increase appears on right-hand side. If included is entered under Item A.

 Don't Save, Go Back To Menu

 Save Form

Completed Part II Appears on DVR's Menu

Part II's Completed - Waiting for DVR Action:

Student	Institution	Institutional Staff	Actions
 <u>Quixote, Don</u> ssn:111223333	University of Washington	Katie Youngers 7/20/2005 10:55:17 AM	 Complete  Remove

IMPORTANT NOTE: If student-client is considering attending more than one college or university, a separate process must be begun with each institution. **The DVR counselor may remove a student from the information-sharing process at any time** if the student-client enrolls at a different institution or decides against pursuing higher education. Institution representative will be notified via e-mail of a student's removal.

Part III – DVR Counselor Sends Summary of DVR Resources

Part III

G. Educational Resources Provided by DVR:

Allocate resources
Per Month, Per Term,
or Per Year.

Transportation: \$

Tuition Assistance: \$


Books/Supplies: \$


Other Educational Costs: \$

Specify Other Costs:

Specify "other
educational costs"
using text box.




Total Educational Resources provided by DVR: \$

 Don't Save, Go Back To Menu

 Save Form and Send to Institution

Completed Part III Appears on Institution's DVR Menu

Part III's Completed - Ready to Process:


Student	DVR Staff	Actions
 Quixote, Don 111223333	Katie Youngers 7/20/2005 10:55:17 AM	 Modify  Complete

Institution representative may modify Part II to reflect changes in self-help aid as a result of DVR financial assistance.

NOTE: By law, gift aid cannot be altered as a result of DVR financial assistance.

- If not modifying, select "Complete."
- If modifying, you will need to select "Complete" afterward in order to fully process student's information.

Completed Financial Needs Analyses (Last 30 Days):

Student	DVR Staff
 Quixote, Don 111223333	Katie Youngers 7/20/2005 10:55:17 AM

NOTE: Names of staff appear as links. Click here to send an e-mail using your default e-mail server.

After selecting "Complete," student moves to list of completed analyses, where they can be viewed for 30 days.